

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE U.S. FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA  
AND  
THE COMMANDER, FLEET ACTIVITIES OKINAWA**

**1. BACKGROUND:** The U.S. Fleet and Industrial Supply Center, Yokosuka, Japan (FISC Yokosuka) and the Commander, Fleet Activities, Okinawa, Japan (CFAO) conducted a Business Case Analysis (BCA) to determine the feasibility of partnering the management of supply functions defined in this document. This BCA showed that establishing a FISC Yokosuka, Detachment Okinawa (FISCYDO), through a partnership between CFAO and FISC Yokosuka, would improve the efficiency of supply operations, increase the quality of service, and decrease overall costs to the Navy. Other benefits would include regional asset visibility and enhanced on-island support for Navy and Marine Corps customers in Okinawa through the increase of range and depth of stock carried.

**2. POLICY:** This Memorandum of Agreement (MOA) sets forth the guiding principles to establish a partnership between FISC Yokosuka and CFAO to perform the supply functions defined in Section 4 of this agreement. FISCYDO will become the customer service point of contact for FISC Yokosuka Navy and Marine Corps customers in Okinawa. FISC Yokosuka has agreed to establish a detachment at CFAO under the Uniform Automated Data Processing System Version 2 (UADPS-2).

**3. EFFECTIVE DATE:** This MOA is effective on the date of signature.

**4. FUNCTIONS TO BE PERFORMED:** Specific functions and services to be performed by FISC Yokosuka, FISC Yokosuka, Detachment Okinawa and CFAO are listed in Appendix A.

**a. Inventory Management**

FISC Yokosuka: All standard inventory control functions (levels setting, site adds, management of allowance material, management of due-in material, and excessing) will be performed by FISC Yokosuka. UADPS-2 programs will automatically record demands at Okinawa and establish appropriate stocking levels. Based on the needs of Navy and Marine Corps Okinawa area customers and transiting ships, stock items may also be positioned at FISCYDO predicated on proper authorization and availability of funds.

FISCYDO: Aviation PUK inventory management will be performed by two junior Aviation Storekeeper billets. FISCYDO will ensure that requirements are issued and receipted into L purpose. The Det will also ensure that retrograde is turned in and that reorders are generated by Misawa in accordance with allowances. Periodic inventories will be coordinated with Misawa.

**b. Customer Service**

FISC Yokosuka: FISCYDO will provide customers access to FISC stock via the UADPS-2 Remote Version for requisition processing and database inquiry. (Requisition processing may also be accomplished through batch input from a floppy disk.) Exception processing will be performed by FISC Yokosuka. During periods of heavy port loading, staffing at FISCYDO will be augmented through the deployment of beach detachments or fly-away teams from FISC Yokosuka.

FISCYDO: A Storekeeper Second Class billet physically located at White Beach will be the customer service representative for visiting ships and will address any FFV, dairy, bread, 1Q, postal, and LOGREQ needs. In addition, he will assist Port Operations in all facets of ship support, for instance tug, crane, and fuel requirements. FISCYDO will maintain proof of delivery files for material requiring signature control.

**c. Contracting**

FISC Yokosuka: FISC Yokosuka will issue contracting authority to FISCYDO. Assistance from FISC Yokosuka will be provided if necessary. FISC Yokosuka is responsible for policy oversight, contract management and reporting, and quality management reviews.

FISCYDO: Stateside and local purchase will be performed by FISCYDO.

**d. Government Purchase Cards**

FISC Yokosuka: Government purchase card authority for items less than \$2500 will be granted to several personnel within CFAO.

**e. Inventory Accuracy**

FISC Yokosuka: Since material positioned at FISCYDO will be on FISC Yokosuka accountable records, FISCYDO stock will be included in all FISC Yokosuka scheduled inventories.

FISCYDO: FISCYDO will comply with FISC Yokosuka's Inventory Accuracy Program, update site records with location audit data, perform stock balance maintenance, and perform location audits as requested.

**f. Physical Distribution**

FISC Yokosuka: FISC Yokosuka will perform rewarehousing to support stock maintenance and inventory levels at the detachment.

FISCYDO: Stow, issue and pack functions will be the responsibility of FISCYDO, and the detachment will be required to maintain proof of delivery and transshipment files for material issued from the Okinawa site, as well as for vulnerable and sensitive material (e.g. depot level repairables). FISCYDO will screen, move, and remark material in support of the Defective Material Screening and Shelf-Life management programs. Existing CFAO DRMO functions will be assumed by FISCYDO.

**g. System Support**

FISC Yokosuka: FISC Yokosuka will provide UADPS-2 training support, customer assistance, and system problem resolution. FISCYDO will be provided UADPS-2 reports and data required to manage partner site operations. FISCYDO will be provided access to FISC working database files to produce custom site management reports and listings as desired.

FISCYDO: FISCYDO will provide follow-on UADPS-2 training to new employees.

**h. Financial Accounting**

FISC Yokosuka: Material positioned at FISCYDO will be held by FISC under Special Accounting Classes (SAC) 200. Financial inventory accounting and reporting, in addition to financial reconciliation functions, will be the responsibility of FISC Yokosuka. Due to fiscal year closeouts occurring at the time of partnership implementation, FASTDATA will be installed upon commencement of FY 99.

**i. Hazardous Materials**

FISC Yokosuka: Code 904 will investigate a partnership with the Air Force Pharmacy program to consolidate hazardous materials operations.

FISCYDO: FISCYDO will perform hazardous materials operations in accordance with local guidelines and those provided by FISC Yokosuka instructions. A partnership for consolidation of hazardous materials through the Air Force Pharmacy program may be established by FISC in the future, relieving FISCYDO of this function.

**j. Security**

FISC Yokosuka: FISC Yokosuka will provide guidance as needed to ensure all applicable security requirements are met.

FISCYDO: FISCYDO will be responsible for providing security procedures and controls, in accordance with OPNAVINST 5530.14B and NAVSUPINST 5530.1, to safeguard stock materials positioned at the site. Security badges will be worn on site by FISCYDO personnel.

**k. Equipment Support**

FISC Yokosuka: FISC Yokosuka will provide ADP software and hardware at the time of site implementation. Installation will be performed by CFA Okinawa free of charge on a one-time-only basis. All copies of software used by FISCYDO microcomputers will be maintained on-site by either the FISC TASO or the CFA Okinawa ADP Division to ensure compliance with accreditation procedures and software licensing restrictions. Future equipment upgrades or expansions will be negotiated between FISC and CFAO as needed and will be funded by FISC Yokosuka.

FISC reserves the right to position its own MHE at FISCYDO in the future.

CFA Okinawa: CFA Okinawa will be responsible for providing electrical support and telephone/data circuits to support installed equipment on a reimbursable basis. Data circuits will be maintained by CFA Okinawa from the ADP Division to the FISCYDO building entry point only. Any internal LAN or network cabling or infrastructure is the responsibility of FISC Yokosuka, maintained by CFA Okinawa on a labor and hardware reimbursable basis as specified in Section 6: ADP Equipment and LAN Maintenance.

MHE will be provided by CFAO PWD on a reimbursable basis.

**l. Duty Section/Collateral Duties**

FISCYDO: FISCYDO will have a separate duty section, in accordance with the current policy for other tenant commands on island. Collateral duties currently performed by CFAO personnel transferring to FISCYDO, which currently only include DAPA duties, will remain with these personnel until their transfer or upon relief by other CFAO personnel.

**m. Military Personnel**

FISC Yokosuka: Personnel transferring to FISCYDO from CFAO will remain in a TAD status to FISC Yokosuka until personnel are officially transferred to the newly established UIC. Evaluations for all personnel will be signed by Commander, CFAO from the period beginning on the date of partnership implementation until 15 November 1998. FISC Yokosuka will then assume responsibility for fitness/evaluation reports concurrently with Commander, CFAO. The FISCYDO OIC will have an ADDU relationship to Commander, CFAO.

FISCYDO: During the initial period of TAD status for transferring personnel, FISCYDO will prepare Performance Input Memorandum (PIM) for submission to CFAO.

**n. Postal**

FISCYDO: FISCYDO will submit quarterly postal audits to CINCPACFLT and will provide a copy to FISC Yokosuka.

CFAO: CFAO will continue to perform audits for the FISCYDO post office operation.

## 5. NONREIMBURSABLE SERVICES:

Base Operation Support: CFA Okinawa will provide warehouse space and office space support to FISCYDO.

Licensing Support: CFA Okinawa will provide POV/GOV licenses to FISCYDO personnel as provided to other Navy tenant commands. FISCYDO will follow CFA Okinawa procedures.

## 6. REIMBURSABLE SERVICES:

Administrative Functions: FISCYDO will become a tenant of CFAO, supported by the Master Navy/Air Force ISSA. FISCYDO will therefore require the complete range of services furnished to Navy tenants.

ADP Equipment and LAN: FISC Yokosuka will reimburse CFAO for ADP equipment to be used by FISCYDO. This will include any P-120 and above microcomputers which are Y2K compliant. The costs for the transferring compliant equipment is as follows:

Equipment	Cost	Quantity	Price
<b>Printers</b>			
HP Laserjet 5L	\$400	4	\$1600
HP Laserjet 5P	\$839	3	\$2517
HP 1600C	\$1350	1	\$1350
<b>TOTAL</b>			<b>\$5467</b>

All hubs and cabling currently used for network connectivity will be provided at no cost at the time of site implementation. FISC Yokosuka will reimburse CFAO for all client access licenses and network server usage. FISC will provide all other ADP equipment used in the daily operations of FISCYDO no later than 30 days after the FISC partnership becomes effective.

ADP Equipment and LAN maintenance: FISC Yokosuka will reimburse CFAO for maintenance and troubleshooting of ADP equipment and the LAN, at the current DISA rate for labor charges. This rate is currently \$53.54 per hour. CFA Okinawa will respond to any FISCYDO ADP trouble call submitted by the on-site TASO within 6 hours after receipt of call by the ADP Help Desk. FISC Yokosuka will provide its own maintenance and troubleshooting of the UADPS system. Training will be provided to one of CFAO's ADP personnel for the troubleshooting of extreme emergent requirements with the UADPS system.

ADP and Information Security: CFAO ADP will be responsible for the maintenance of Information Security on a reimbursable basis, at the current DISA rate for labor charges. CFA Okinawa will conduct accreditation in accordance with CFAO and Kadena AFB instructions for any system connected to the Kadena network. FISC Yokosuka will perform accreditation and assign a Terminal Area Security Officer (TASO), as required to meet FISC Yokosuka requirements.

MHE Equipment: FISC Yokosuka will reimburse PWD at CFAO for MHE used at FISCYDO. FISC Yokosuka will reimburse PWD at CFAO for accident damage caused by FISCYDO personnel. FISC Yokosuka reserves the right to use its own MHE equipment in the future.

Utilities: The Government of Japan currently covers all utility costs at CFAO. Any costs above the maximum level of coverage set by GOJ in buildings used by FISCYDO, will be reimbursed to CFAO by FISC Yokosuka.

Telephone services: FISC Yokosuka will reimburse CFAO for the costs of telephone service to FISCYDO and any communications charges incurred.

**7. FUNDING:** FISC Yokosuka and CFA Okinawa will fund the annual labor costs for billets/end strength transferred as depicted in the table below. These estimates are subject to verification in actual funding documents. The funding for the Master Labor Contract (MLC) personnel will be a functional and operational transfer of Full Time Equivalents (FTE). Eighteen (18) MLC billets at CFA Okinawa will be transferred to FISC Yokosuka effective 1 September 1998. CFA Okinawa will prepare the functional and operational transfer letter to CNFJ requesting the transfer of Yen and supply work spaces to FISC Yokosuka. CFA Okinawa will prepare the letters to the major claimants requesting the functional and operational transfer of military billets. Fifteen (15) military positions will be transferred to FISC Yokosuka. One (1) USCS position will functionally and operationally transfer from CFA Okinawa to FISC Yokosuka. Until FTE transfer of USCS position is completed, labor funding for the position will be reimbursed to FISC Yokosuka by CFAO.

**FISC Yokosuka, Detachment Okinawa Personnel**

Authorized Position	Pay Plan/Grade	Number of Billets	Annual Labor Cost
<b>Military</b>			
Administrative Division	CWO4	1	\$90,190
Material Division	E-7	1	\$54,293
Material Division	E-6	2	\$93,888
Material Division	E-5	1	\$39,657
Material Division	E-4	1	\$32,339
Postal Division	E-6	1	\$46,944
Postal Division	E-5	1	\$39,657
Postal Division	E-3	4	\$107,216
PUK Management	E-7	1	\$54,293
PUK Management	E-4	1	\$32,339
Port Operations (White Beach)	E-5	1	\$39,657
<b>USCS</b>			
Purchasing Division	GS-09	1	\$64,809
<b>MLC</b>			
Administrative Division	MLC	1	\$47,000
Stock Control Division	MLC	1	\$47,000
Purchasing Division	MLC	4	\$188,000
QA/Hazmat Division	MLC	2	\$94,000
Material Division	MLC	9	\$423,000
Postal Division	MLC	1	\$47,000

- a. Non-labor costs (travel, training, consumables): FISC Yokosuka will fund all non-labor costs associated with FISCYDO personnel, effective 1 October 1998. In the event of an extreme emergent requirement prior to this date, CFAO may submit a funding request to FISC Yokosuka Budget Officer.
- b. New Business: FISC Yokosuka reserves the right to add new customers and services at its own expense to FISCYDO.
- c. Parking: FISCYDO personnel will retain current parking privileges.
- d. Remaining personnel: The following functions will be performed using the remaining 6 MLC logistics billets at CFAO:
  - 1) Vehicle License Dispatch Office (PWD) 2 billets
  - 2) Motor Vehicle Operation (PWD) 1 billet
  - 3) Custodial Work (CBQ) 3 billets

No adverse actions to current MLC workers will be incurred, such as reduction in force or pay downgrade, due to the consummation of the partnership.

e. Current ISSA's: Although packing and crating duties will become a FISCYDO function, CFAO'S ISSA with the U.S. Air Force, which requires 5 TAD MLC billets for packing and crating duties, will remain in effect. Should additional manpower be required due to the increased workload incurred at FISCYDO, FISC Yokosuka will provide the manning.

f. Additional ISSA: FISC Yokosuka and CFA Okinawa will enter into additional ISSA's as needed. FISC Yokosuka may also enter into any ISSA's required with other services.

**8. PERFORMANCE:** The approximate workload to be performed and performance goals to be attained are shown in the tables below.

a. Existing workload is as follows:

Receipts	Issues	Line Items Carried
800	150	1,000

Approximately 1,000 additional line items will be positioned at FISCYDO to support Okinawa area Navy and Marine Corps customers.


b. Performance goals, in terms of Average Customer Wait Time (ACWT) for issues from FISCYDO, to Okinawa area customers, are:

Priority	ACWT
IPGI	1 day
IPGII	5 days
IPGIII	10 days


#### 9. REQUIRED REPORTS

FISCYDO will provide monthly ACWT reports to CFAO.

**10. REVIEW AND MODIFICATION:** This Memorandum of Agreement shall be reviewed annually by a board chaired jointly by FISC Yokosuka and CFAO. This board will evaluate the effectiveness of the MOA, including cost, workload, and performance criteria established for this partnership. This MOA may be modified or dissolved at any time upon mutual agreement of both parties.

  
J. G. RIPPERTON, CAPT, SC, USN  
Commanding Officer  
U.S. Fleet and Industrial Supply Center,  
Yokosuka, Japan

DATE: 9/1/78

  
R. WEYRICK, CAPT, USN  
Commander  
Fleet Activities,  
Okinawa, Japan

DATE: 1 SEP 78

## Appendix A

### Category: Inventory Management

FISC Yokosuka	FISC Yokosuka, Detachment Okinawa
<ul style="list-style-type: none"> <li>• Perform all standard inventory control functions (levels setting, site adds, range adds, management of allowance material, stock replenishment, management of due-in material, and excessing).</li> <li>• Review site assets with FISCYDO.</li> <li>• Review inventory positioning following quarterly demand roll.</li> <li>• Stock non-demand items supported by authorized documentation.</li> <li>• Monitor net effectiveness and work with FISCYDO to optimize effectiveness.</li> <li>• Provide local-stock numbered item support.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide authorizing documentation for non-demand items to be stocked. Furnish BP28 exhibits.</li> <li>• Assist in analyzing customer data to optimize effectiveness.</li> <li>• Aviation PUK inventory management will be performed by two junior Aviation Storekeeper billets.</li> </ul>

### Category: Customer Service

FISC Yokosuka	FISC Yokosuka, Detachment Okinawa
<ul style="list-style-type: none"> <li>• Provide access to UADPS-2 via the UADPS-2 Remote Version for requisition processing and database inquiry.</li> <li>• Clear processing exceptions for all routine inputs.</li> <li>• Provide bearer walk-thru services at FISC Yokosuka 24 hrs/day via telephone and fax.</li> <li>• During periods of heavy port loading, augment staffing at FISCYDO through deployment of beach detachments or fly away teams from FISC Yokosuka.</li> </ul>	<ul style="list-style-type: none"> <li>• Process Okinawa area customer requisitions in batch and walk-thru modes.</li> <li>• Provide bearer walk-thru service at FISCYDO during normal working hours.</li> <li>• Accomplish requisition processing through batch input from a floppy disk.</li> <li>• Maintain proof of delivery files.</li> <li>• Act as customer service representative for visiting ships and to address any FFV, dairy, bread, 1Q, postal and LOGREQ needs.</li> <li>• Assist Port Operations in all facets of ship support, such as tug, crane, and fuel requirements</li> </ul>

### Category: Contracting

FISC Yokosuka	FISC Yokosuka, Detachment Okinawa
<ul style="list-style-type: none"> <li>• Issue contracting authority to FISCYDO.</li> <li>• Assistance from FISC Yokosuka will be provided if necessary.</li> <li>• FISC Yokosuka is responsible for policy oversight, contract management and reporting, and quality management reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform Stateside and local purchases.</li> </ul>

### Category: Government Purchase Cards

FISC Yokosuka, Detachment Okinawa	CFA Okinawa
<ul style="list-style-type: none"> <li>• Provide Government purchase card authority to several personnel within CFAO for items less than \$2500.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify trained individuals to be authorized users of Government purchase credit cards.</li> </ul>

**Category: Inventory Accuracy**

<b>FISC Yokosuka</b>	<b>FISC Yokosuka, Detachment Okinawa</b>
<ul style="list-style-type: none"> <li>• Provide Inventory Accuracy program direction and oversight.</li> <li>• Provide reports on inventory accuracy and location of sampling.</li> <li>• Provide feedback and assistance to improve inventory accuracy.</li> <li>• Provide annual Physical Inventory Schedule and subsequent modifications.</li> <li>• Provide guidance on establishing location survey schedules and executing surveys.</li> <li>• Perform causative research and surveys.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct all inventory counts for scheduled and unscheduled inventories.</li> <li>• Conduct all inventory reconciliation and research.</li> <li>• Input stock balance maintenance and location audit data to update FISCYDO records.</li> <li>• Support FISC Yokosuka's annual Physical Inventory schedule.</li> <li>• Conduct a wall-to-wall location survey of all storage areas annually.</li> <li>• Provide input for causative research and survey packages when necessary.</li> </ul>

**Category: Physical Distribution**

<b>FISC Yokosuka</b>	<b>FISC Yokosuka, Detachment Okinawa</b>
<ul style="list-style-type: none"> <li>• Provide basic warehouse oversight resource support.</li> <li>• Perform all reporting and recordskeeping relative to Defective Material Summary Program.</li> <li>• Coordinate technical support and management of defective, suspended, and damaged material.</li> <li>• Coordinate technical support and management of shelflife material.</li> <li>• Maintain proof of delivery/proof of shipment file for issues made from Yokosuka.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform warehouse management in accordance with NAVSUP standards.</li> <li>• Provide feedback to assist and improve procedures.</li> <li>• Store demand based material within physical constraints of storage building.</li> <li>• Physically screen, move and remark material as required per coordinated Defective Material Summary Program.</li> <li>• Initiate MTDRs and conduct required inspections.</li> <li>• Operate shelflife program.</li> <li>• Identify shelflife discrepancies and report as required per coordinated shelflife program.</li> <li>• Be the transshipment site for USN and specified USMC cargo.</li> <li>• Handle frustrated cargo for customers in Okinawa.</li> <li>• Maintain proof of delivery/proof of shipment file for issues from Okinawa.</li> <li>• Maintain proof of delivery for material requiring signature (i.e. DLR) issued from Okinawa.</li> <li>• Perform any required DRMO functions.</li> </ul>



**Category: System Support**

FISC Yokosuka	FISC Yokosuka, Detachment Okinawa	CFA Okinawa
<ul style="list-style-type: none"> <li>• Provide UADPS-2 Remote Version initial training support.</li> <li>• Provide UADPS-2 Remote Version system oversight support.</li> <li>• Provide UADPS-2 Remote Version data availability for FISCYDO to support management requirements.</li> <li>• Assist with UADPS-2 system problem resolution and provide maintenance.</li> <li>• Provide UADPS-2 reports as required to manage partner site operations.</li> <li>• Provide dial-in LAN access to allow FISCYDO to create custom site management reports and listings.</li> <li>• Training will be provided to one of CFAO's ADP personnel for the troubleshooting of extreme emergent requirements with the UADPS system.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify system problems to FISC Yokosuka.</li> <li>• Identify training requirements.</li> <li>• Provide follow-on training for new employees.</li> <li>• Identify data requirements.</li> <li>• Monitor utilization/need for data.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide maintenance and troubleshooting of ADP equipment and the LAN on a reimbursable basis at the current DISA rate for labor charges.</li> <li>• Respond to any FISCYDO ADP trouble call submitted by the on-site TASO within 6 hours after receipt of call by the ADP Help Desk.</li> <li>• Provide emergency maintenance on FISCYDO UADPS-2 systems after appropriate training has been received.</li> </ul>

**Category: Financial Accounting**

FISC Yokosuka
<ul style="list-style-type: none"> <li>• Perform material accounting functions for stock held under SAC 200.</li> <li>• Perform financial reconciliation functions.</li> <li>• Perform Financial Inventory Reporting for all stocks.</li> <li>• Install and provide training for FASTDATA upon commencement of FY 99.</li> </ul>

**Category: Hazardous Materials**

<b>FISC Yokosuka</b>	<b>FISC Yokosuka, Detachment Okinawa</b>
<ul style="list-style-type: none"> <li>• Provide guidance on hazardous materials operations in accordance with FISC instructions.</li> <li>• FISC Yokosuka, Code 600 will investigate a partnership with the Air Force Pharmacy program for consolidation of hazardous materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform hazardous materials operations in accordance with FISC Yokosuka guidelines and local guidelines.</li> <li>• A partnership for consolidation of hazardous materials through the Air Force Pharmacy program may be established in the future, relieving FISCYDO of this function.</li> </ul>

**Category: Physical and System Security**

<b>FISC Yokosuka</b>	<b>FISC Yokosuka, Detachment Okinawa</b>
<ul style="list-style-type: none"> <li>• Provide guidance and assistance in areas of physical security.</li> <li>• Provide guidance and assistance in Information Systems Security (ISS).</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and comply with security safeguards IAW OPNAVINST 5530.14B and NAVSUP 5530.1_ to safeguard stock material positioned in Okinawa</li> <li>• Comply with all pertinent Information Systems Security (ISS) directives relative to FISC Yokosuka information resources.</li> <li>• Assign a TASO and Assistant TASO to convey ISS needs and be the liaison for ISS matters with FISC Yokosuka</li> </ul>

**Category: Communication Support**

<b>FISC Yokosuka</b>	<b>FISC Yokosuka, Detachment Okinawa</b>	<b>CFA Okinawa</b>
<ul style="list-style-type: none"> <li>• Provide for installation of required communication lines.</li> <li>• Notify FISCYDO/CFA Okinawa of unscheduled application or system down time.</li> <li>• Advise and coordinate with CFA Okinawa for scheduled system/application down times.</li> <li>• Assist FISCYDO, if required, to obtain UADPS-2 training for new employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify site personnel with access to specified application of unscheduled application down time.</li> <li>• Arrange for follow-on training for new employees</li> </ul>	<ul style="list-style-type: none"> <li>• Notify site personnel with access to specified application of unscheduled application down time.</li> <li>• Advise FISC Yokosuka if scheduled system down time will adversely impact FISCYDO's mission.</li> </ul>

**Category: Equipment Support**

FISC Yokosuka	CFAO Okinawa
<ul style="list-style-type: none"> <li>• Initiate funding request for initial ADP hardware requirements. Reimburse CFAO for ADP equipment to be used by FISCYDO. This will only include any computers which are Year 2000 compliant. FISC will provide all other ADP equipment used in the daily operations of FISCYDO.</li> <li>• Reimburse CFAO for usage of LAN and communication circuits.</li> <li>• Assume responsibility for any internal LAN or network cabling or infrastructure.</li> <li>• Reimburse CFAO PWD for accident damage caused by FISCYDO personnel.</li> <li>• Allow CFA Okinawa's ADP Division to conduct periodic hardware and software inspections to ensure compliance with CFA Okinawa instructions.</li> <li>• Ensure all software used on FISCYDO microcomputers is maintained on-site for review by CFA Okinawa ADP personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide electrical support, telephone/data circuits, warehouse configuration assistance for equipment installation on a reimbursable cost and labor basis.</li> <li>• Provide use of LAN and communication circuits on a reimbursable basis for hardware and network client access licenses.</li> <li>• Provide MHE to support FISCYDO warehouse management on a reimbursable basis.</li> </ul>